

Documents Necessary for Title Guaranty Division Issued Certificates

The following documents must be submitted to Title Guaranty for a Title Guaranty Certificate to be issued:

1. **Application for Title Guaranty** (see back of application form for instructions).
2. **Preliminary Title Opinion.** The preliminary title opinion must include:
 - a) Date and time of the last abstract certification.
 - b) Name of abstract company or abstractor (must be a TGD participating abstractor).
 - c) Name(s) of titleholder(s) and how they hold title.
 - d) Tax status showing each installment as paid, unpaid, delinquent or not yet due.
 - e) Filing and other information for all recorded easements, restrictions, etc. and all other matters to which the property is subject.
 - f) Participating attorney's signature and TGD member number must be on all title opinions.
3. **Final Title Opinion.** The final title opinion must include:
 - a) Date and time of the last abstract certification.
 - b) Name of abstract company or abstractor (must be a TGD participating abstractor).
 - c) Name(s) of titleholder(s) and how they hold title.
 - d) The mortgage information must include the date of the mortgage, the filing date of the mortgage, book and page or instrument/document number, the amount of the mortgage, the name of the mortgage lender and the name(s) of the borrower(s), their spouses, and their marital status as shown on the mortgage. (You **must** confirm the titleholder's(s') current marital status. If single, the mortgage must state that he/she is single. If married, his/her spouse must join in the mortgage and their status as husband and wife must be noted in the mortgage.) If the mortgage was assigned, the title opinion needs to include the date, filing date, book and page or instrument/document number of the assignment, and the name of the lender taking the assignment.
 - e) If any of this information is missing on the title opinion, send in copies of the filed documents so that we have the information (example: filed copy of mortgage showing spouse's signature, filed copy of assignment, etc.).
 - f) Tax status showing each installment as paid, unpaid, delinquent or not yet due.
 - g) Filing and other information for all recorded easements, restrictions, etc. and all other matters to which the property is subject.
 - h) Participating attorney's signature and TGD member number must be on all title opinions.
4. **Appraiser's Report or drawing:**
 - a) Although Title Guaranty strongly suggests that an Appraisal be obtained on all transactions, it is not required for most residential transactions. If the requested lender coverage is \$500,000 or less and the property covered by the guaranteed

mortgage is less than 40 acres, no appraisal is required. However, transactions involving new or recent construction will require an appraisal, real property inspection report, or a survey. If a Location Endorsement is to be issued, the Division requires evidence that there is a house located on the property covered by the guaranteed mortgage. This requirement may be satisfied by current information from the Assessor's Office in the county in which the property is located, or by a current appraisal describing the house.

- b) If the requested lender coverage exceeds \$500,000.00, a current drawing (often referred to as a Real Property Inspection Report or Mortgage Survey) of the legal description showing dimensions, property lines, all improvements, building setback lines, easements and encroachments must be sent with the application. In most cases, if there is a prior Title Guaranty Certificate on the property, the Division will accept an Affidavit of No New Improvements showing no improvements have occurred on the property or adjacent properties since the last drawing was done.

- 5. **Composite Mortgage Affidavit** signed by both buyers and sellers and notarized.
- 6. **Premium Check** made payable to "**Treasurer State of Iowa**".
- 7. **Other Supporting Documents:** If this a construction loan or if improvements have been made to the premises within the past 90 days before closing, **Lien Waivers** must be included with all applications. Other relevant documents may include copies of restrictive covenants, copies of assignments not shown on the final title opinion, or documents correcting information shown on the final title opinion.
- 8. **Commercial and Non-Routine Residential Transactions** will have different requirements than stated above. Contact Title Guaranty for information.

Commitment Issuance Note: If the lender requires a Commitment, Title Guaranty requires only an Application and Preliminary Title Opinion at the time the Commitment is issued. Mail these documents to Title Guaranty or fax them to us at (515) 242-4994 (if you fax the Commitment please do not send it in the mail). Furnish all other documents to Title Guaranty after closing when the abstract has been updated.

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